As of 12/01/02, Users will no longer be required to key NOAs for Union Dues Deductions. For changes or stops initiated via the union master, the Mass action will automatically create stop/change transactions for all employees enrolled in the affected deduction. Changes made to individual employee Union dues (not initiated by the Union Master) need only to be keyed on the General Deduction page.

Changes made to Union Master will automatically create the following payroll transactions:

- ➢ **9504 - Union Due Stop Mass Request**
- ➢ **9511 – Union Due Change Mass Request**
- ➢ **9510 – Individual Start**
- ➢ **9501 – Individual Stop – Outside BU**
- ➢ **9502 – Individual Stop – EE Requested**
- ➢ **9503 – Individual Stop – Union Requested**

What will the user need to key to start, stop, or change an employees union deduction?

➢ Starts:

- Insert a row on the deduction row.

- Enter the Union Account Code.

- Enter the Effective Date.

➢Stops:

- Insert a new row on the most effective-dated row for the applicable deduction.

- Enter the Effective Date.

- Enter Deduction end date. These must be equal to the Effective Date.

- Tab out of the Deduction End Date field.

Continued.

➢Stops:

- Enter the type of action being processed:

  - 1 - 9501 – Individual Stop – Outside BU

  - 2 - 9502 – Individual Stop – EE Requested

  - 3 - 9503 – Individual Stop – Union Requested

➢ Changes

• Changes to Union dues deduction amounts do not require any action by the User. All Union changes are processed automatically by the Union Mass process.

When will the mass process be run?

➢ The Mass process will be executed as updates are entered into the EHRP Union configuration tables.

How will users know what actions have been completed by the batch process?

➢ Users will be able to generate a query to determine each employees processing status. (Listing of employees processed successfully and listing of exceptions.)

➢ Home > PeopleTools > Query Manager > Use > Query Manager

➢ Query Name: HE_MASS_MASK_STATUS

➢ Please see Postcard #30 for instructions on how to use the report.